

Request a Parcel Information Checklist, which will tell you if your project is in the Coastal Zone or in a Planned District, and will guide you to many references in the Land Development Code. This is critical information to be aware of before you sign your lease or begin the design of a building.

Time Well Spent

Time spent up front with Development Services staff is an excellent first investment for your business. Call (619) 446-5300 for an appointment. Be sure to get and keep the names of the staff that are providing you with information.

It is advisable to contact an architect, engineer and/or designer prior to signing a lease. If you are interested in having a Preliminary Review conducted by Development Services staff, see Information Bulletin 513 for details. IB 513 is available on the web at www.sandiego.gov/development-services under Forms, and at the Development Services Center.

Inspection Process

Once your plans have been approved and you have received your permits, inspections will be conducted as part of the construction process. Should you have any questions during this process, contact Joe Harris at (858) 573-1225.

Contact Information

City of San Diego website
www.sandiego.gov

Development Services Department
1222 First Avenue
San Diego, CA 92101

Appointments (619) 446-5300

Fire (619) 446-5151

Development and Permit Info
(619) 446-5000

Inspection Requests (858) 581-7111
(automated)

County of San Diego
Department of Health
(619) 338-2222

Air Pollution Control District
(858) 650-4700

City of San Diego Police Licensing
(619) 531-2250

City Treasurer Business License
(619) 615-1500

Also available at City Community Service Centers.
For locations, visit www.sandiego.gov/servicecenters

City Office of Small Business
(619) 685-1390

CA State Contractors License Board
(800) 321-2752

State of California Business Info
www.calgold.ca.gov

City of San Diego Central Library Businesslink
(619) 238-6630

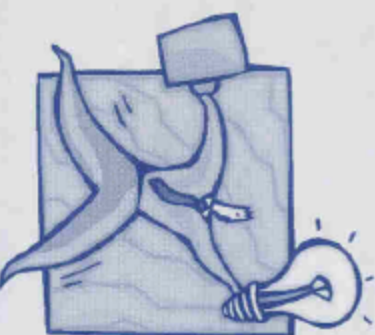


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City of San Diego



Small Business Permit Tips



Starting a new business?
Expanding or relocating
your business?
Call us first and use this guide to
help you through the process.

Development Services Department

Starting a new business? Expanding or relocating your business? Here's what you need to know:

Getting Started

Starting a small business may require you to review approvals from both the City of San Diego and County of San Diego. This guide is provided to help you early in the process and to properly obtain the necessary approvals and permits.

Additional information can be found on our web page, at www.sandiego.gov, select Development Services from the Business or Department headings and then click on the Small Business Owners button.

The City's purpose in reviewing plans is to ensure that the use you propose is allowed; that the fire and life safety aspects of the building you occupy meet regulations; and to make sure sites are free of barriers for use by people with disabilities.

Before you sign a lease or expand your business, contact Small Business Liaison Terry Marshall at (619) 533-3089, or you can make an appointment with the City of San Diego Development Services Department where we can provide you with the requirements. Call (619) 446-5300.

Additional Regulations

Some businesses are regulated by State or County regulations. If your new business involves alcohol, food services or light manufacturing, the County has requirements that may affect your business. Contact the County of San Diego Health Department at (619) 338-2222, or the State's business web site at www.calgold.ca.gov

Business Resources

If your business is located within a Business Improvement District (BID), these groups have resources to assist you with relocation, expansion or starting a new business. The BID should be contacted before you contact the City or County.



You can reach the appropriate BID by contacting the City of San Diego Office of Small Business at (619) 685-1390.

Gathering Information

On your first contact/visit to the city, you need to know:

- What is the type of business you want to open?
- The address of your site
- What is the current business, if any, in the space you want to occupy?
- Do you plan to advertise with external business signs?

The questions to ask at the City are:

- Is my proposed business permitted at this location?
- Is this use a police-regulated business and if so, what is required?
- What is required in order to open this business at this location?
- What signs are allowed?
- What are the disabled access requirements?
- Will the Fire Code apply to the proposed business?